

**CITY OF WEST WENDOVER
OFFICE OF CITY MANAGER**

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Memo

To: All Employees
From: Chris J. Melville, City Manager/Director Community Development
CC: [Click [here](#) and type name]
Date: 10/10/2013
Re: Per Diem Rates and Travel Reimbursement

● **Comments:**

Effective the date of this memo, please note the changes to Section 8 of the Employee Personnel Manual. The related changes deal with the use of established Per Diem Rates as determined through the U.S. General Services Administration.

The new provisions provide an easy online resource to determine what the appropriate Per Diem rates are and how you may use the Per Diem with regard to your travel as a City Employee.

If you have any questions, certainly do not hesitate to ask your Department Head or Human Resources, we are happy to help you.

Keep up the great work everyone, you are appreciated!

A handwritten signature in black ink, appearing to be 'CJM', is written below the text.

8.0 TRAVEL EXPENSES

8.1 Policy

- 8.1.1 Employees will be reimbursed for reasonable travel expenses which are required for the performance of their assigned duties and which are appropriately authorized.
- 8.1.2 To obtain reimbursement, employees must submit an expense report on a proper claim form and substantiate the amounts claimed as required below.
- 8.1.3 Reimbursement shall be made only for expenses actually incurred, paid, and authorized under this policy and procedure.

8.2 Allowances

- 8.2.1 **Mileage.** The employer will attempt to make a vehicle available to employees to use for official travel. If there are no employer vehicles available and the employee must use a personal vehicle, mileage will be reimbursed at the per mile rate set by the IRS for state employees and officials. If an employee drives a personal vehicle when commercial air travel would be more efficient, the mileage reimbursement will be limited to the cost of the airfare. Employees using a personal vehicle for official travel must have proof of current registration and insurance for that vehicle.

If there is an employer vehicle available and the employee chooses not to use such vehicle, then the employee is only reimbursed for fuel (no mileage).

- 8.2.2 **Lodging.** Funds allowed for lodging are based upon the daily Per Diem rate for the particular location you are visiting. This location shall be pre-arranged at a location nearest to the meeting/training site as possible. The Per Diem rate for that location is set forth under the U.S. General Services Administration, Domestic Per Diem Rates. These rates are easily calculated by entering the pertinent location information at the following website:

<http://www.gsa.gov/portal/content/104877>

- 8.2.2.1 If funds are dispersed in advance or a city credit card is used, all receipts shall be submitted. Submitted receipts shall include pertinent detail to determine the line item extent of the charges. The noted Per Diem rates apply.
- 8.2.3 **Meals.** Funds allowed for meals are based upon the daily Per Diem rate (Meals/Incidentals) for the particular location you are visiting. The Per Diem rate for that location is set forth under the U.S. General Services Administration, Domestic Per Diem rates. These rates are easily calculated by entering the pertinent location information at the following website:

<http://www.gsa.gov/portal/content/104877>
- 8.2.3.1 If funds are dispersed in advance or a city credit card is used, all receipts shall be submitted. Submitted receipts shall include pertinent detail to determine the line item extent of the charges. The noted Per Diem rates apply.
- 8.2.4 **Other Expenses.** Necessary business telephone calls, parking charges, and/or ground transportation will be reimbursed.

8.2.5 Unallowable Expenses

8.2.5.1 The employer does not reimburse for expenses unrelated to the business purpose of the travel as determined by the Department Head or City Manager. Those would include, but are not limited to:

- (a) Laundry, cleaning (except on trips of over one week duration.)
- (b) Tobacco
- (c) Alcoholic beverages
- (d) Entertainment
- (e) First class travel accommodations when economy or coach class are available
- (f) Fines, forfeitures or penalties
- (g) Expenses of a spouse or other non-employee
- (h) Loss or damage to personal property
- (i) Barber, beauty parlor, shoe shine or toiletries
- (j) Personal Postage

8.2.5.2 The employer discourages combining personal travel with business travel due to the public's perception regarding use of employer funds. Employees must clearly disclose any personal travel and/or vacation time to be taken in conjunction with employer travel. An employee's family may accompany the employee on employer business, as approved by the Department Head. The employer will not, however, pay any additional expenses so incurred.

8.3 Processing

8.3.1 **Claims.** All claims with required receipts for travel expenses are to be submitted to the Finance Department for approval by the Department Head within 10 working days following the trip.

8.3.2 **Advances.** Employees may request an advance to cover anticipated expenses of at least fifty dollars (\$50.00). This request must be made not more than two (2) weeks nor less than one workday before departure. When advanced funds have been provided, all unused funds must be returned with a claim form submitted to the Finance Department within ten (10) working days following any trip.

8.4 Related Forms (See APPENDIX "H")

8.4.1 None

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